

## **Town Meeting Coordinating Committee**

Meeting of Thursday, August 12, 2010

Town Hall, Romer Room

**Attendance:** Peggy Roberts, Nonny Burack (arrived 5:59), Adrienne Terrizzi, Rob Crowner, Mary Streeter, Harry Brooks, Carol Gray.

**1. Call to order:** Peggy calls the meeting to order at 4:46pm. A test of Skype is conducted for possible use by Carol during her upcoming leave.

**2. Minutes of June 30 meeting:** Peggy states that the new Open Meeting Law may require more timely approval of minutes, necessitating their consideration early in meetings so as not to run out of time to approve them. Further discussion of the law seems to indicate that a body must respond to a request for minutes within ten days, but the minutes do not have to be in final form in that time. The committee affirms its preference for considering minutes at the end of meetings in order to avoid spending too much time on them. Adrienne asks if it is permissible to send suggested corrections to the minutes-taker (only) between meetings after a draft has been distributed. Carol suggests that instead each member send marked-up drafts to every other member, with discussion of amendments taking place at the next meeting. Mary advises requesting clarification of this matter by the Attorney General's office.

It is noted that the identity and motivation of the dissenting vote in the motion to create subcommittees to work on gathering more information about electronic voting (item #3 on June 30) was not recorded in the minutes, but no one remembers these details. Also missing is a list of the volunteers for Subcommittee #2, though this may not have been settled at that meeting. Acknowledging these omissions, Mary moves, Harry seconds, and the committee approves the minutes of June 30, 2010 by a vote of 6-0.

**3. Open meeting law:** Mary states that she has requested the Town Clerk to conduct a forum on the new Open Meeting Law and arrange for dissemination of the Attorney General's guidelines to all town committees, although these guidelines are still in flux and may not be ready for some weeks or even months. Mary states that the Select Board, in conjunction with the State, has held useful fora in previous years on this topic. Carol suggests sending a memo to the Select Board encouraging this to happen again, and filming it for ACTV.

Carol states her belief that revised guidelines will be issued relatively soon. Of particular interest to her is the matter of remote participation, which may allow her to continue to take part in meetings while she is away.

Peggy notes that the Open Meeting Law does not apply to Town Meeting in the same way it does to boards and committees. TMCC members are encouraged to read the law and the proposed guidelines at the state website, links to which Mary has posted on the Boards and Committees page on the town website.

**4. ACTV technical setup:** Adrienne reports that recordings of past informational forums are not yet available on demand at the ACTV website, but eventually will be.

Adrienne has also requested the captioning of Town Meeting proceedings with relevant article number and short title on both live and repeat broadcasts of Town Meeting sessions. ACTV's government access coordinator Kayla Creamer has indicated willingness to do this.

Adrienne states that interested parties in the matter of audio problems in the middle school auditorium are aware of the issues involved but have not yet met to discuss them. She plans to convene a meeting in September.

**5. Electronic voting:** Mary reports that TMCC subcommittee #1 is developing a list of cost- and time-related questions to investigate with regard to current and potential voting systems. Members of town staff who may be able to help answer the questions, and interested Town Meeting members, will be invited to participate. The next meeting will take place in the hour preceding the next TMCC meeting.

Adrienne recommends that no new demonstration be scheduled until the subcommittees have done their work. She also suggests an outreach to the other towns that are considering electronic voting. Peggy notes that Harrison Gregg will be discussing this issue at the moderators' association meeting in October.

**6. Fall Town Meeting planning:** Peggy states that she will organize the warrant review, as usual. Nonny agrees to assist her.

Harry will reserve a bus for the bus tour. Carol states that she will be able to help lay out the itinerary once warrant articles become known. She advises using the JCPC chart to suggest stops and recommends filming outside shots in advance of the tour itself in order to make the tour more efficient. A powerpoint of still shots taken during the tour could be projected on the screen before the start of Town Meeting sessions. Peggy is concerned about complicating the process of editing and compiling the recording so that it can be broadcast often enough to be useful for Town Meeting members. Mary suggests that someone could take the editing workshop offered by ACTV, or TMCC could solicit a volunteer with video experience from within Town Meeting to work on this.

Adrienne states that while the next informational forum, planned for January, will cover green initiatives and cost-saving measures, the committee should remain open to changing it should something more immediately topical arise. The committee discusses moving the forum to just after the Fall Town Meeting or just before the Spring Town Meeting, without resolution.

Mary notes that the dates for the 2011 Annual Town Meeting have already been set and suggests making room reservations as soon as possible.

**7. Scheduling of meetings:** Mary explains that meeting notices are available by subscription for various web and cellphone applications from the front page of the town website.

**8. Adjournment:** The meeting is adjourned at 6:33pm.

Respectfully submitted,  
Rob Crowner

Documents distributed at the meeting:

1. agenda
2. draft minutes of 6/30 meeting
3. Town Meeting planning calendar
4. TMCC room reservation list for Fall